34   Program Integration

34.1 Program Integration Overview

One of the functions of the Program Integrator is to collect program-related information for use by DCMC Command-wide tracking. This information is routinely used to respond to Congressional, OSD and IG inquiries on programs supported by Program Integrators. The data is also used to establish contacts between HQ, District and CAOs when program-specific issues surface.

Note: The DIRAMS Survey function that was formerly embedded in Program Integration has been split out as a stand-alone function.

Program Records should be created for all programs where a Program Integrator has been assigned. In cases where there are multiple efforts, multiple customers, or different program team members at the same facility, a second or third program record may be desirable (e.g., EA—6B Rewing, EA-6B FMS, and EA-6B Installation). The decision for the need of multiple records rests with the Program Integrator. The general rule is if the work is being done for the same customer by the same program support team on multiple contracts, then one record should suffice. If there are significant differences in the type of work, customer, or support team, then additional records should be created.

It is essential that the Program Integrator keep this data current and notify District or Headquarters when it is necessary to add/delete programs or add/modify locked (protected) fields. This data is widely distributed and used via the DCMC Web Page, District Survey personnel, customer liaisons, and our customers.

The Program Integration function was modified for the DIRAMS Version 5 release. Program Integration Screen 1 of 6 is shown in Figure 34-1.

Figure 34-1 Program Integration Screen 1

The Program Integration function consists of six (6) major screens. Depending on your access privileges (See Table 34-1), these screens allow you to enter, view and edit information about the contract, the Buying Activity, as well as the involved Contract Administration Office (CAO) Commander, the DCMC Liaison, the Program Manager, the Program Integrator, the Support Program Integrator, the ACO, the PEO and the PCO.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Table 34-1 User Privileges (Program Integration)

Purpose	CAO	District	Headquarters
View?	All screens.	All screens.	All screens.
Edit?	If CAO Code on record matches the CAO associated with your logon UserName or is blank, you can edit all data fields **except** ACAT Pgm, Service, Program/Commodity, and Program/ Commodity Desc on screen 1, all data fields on screen 2, and the PEO section of screen 5. If CAO Code on record does not match the CAO associated with your logon UserName, you cannot edit.	CAO Commander section on screen 2; all of screen 3; all of screen 4; Program Notes on screen 5; and all of screen 6	All screens
Delete?	No	No	Yes
Add?	No	No	Yes

It is the Program Integrator's responsibility to ensure all data fields are accurate. In order to maintain database integrity and linkage among the records, Liaison, CAO, and PEO fields have been locked to District and Headquarters to ensure the accuracy of the one-to-many correspondence of this data. In the case of changes to Liaison, CAO, PEO, deletions of old records or creations of new records, the request should be forwarded to the HQ process owner. The DCMC HQ Homepage http://www.dcmc.hq.dla.mil/teaminfo/Ams/PO_List.htm has a current listing of all AMS process owners.

To create a new record, the HQ process owner requires the program name, service, ACAT, a brief (7 word) description of the program, the CAO Commander's name, the PEO's name and either the liaison's name or the buying command, or the contract number.

34.1.1   To Add or Create a New Record – Headquarters Only

Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.

2. Enter the requested information, then save your work.

Note: If you are not a Headquarters user and need to have a new record created, provide Headquarters with the following information so that they can create the new record for you: the program name, service, ACAT, a brief (7 word) description of the program, the CAO Commander's name, the PEO's name and either the liaison's name, the buying command, or the contract number.

34.1.2   To Move to the Next Screen

Next Page
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select <u>**E**</u>**dit:** <u>**N**</u>**ext Page** from the menu bar to open screen 2.

34.1.3   To Move to the Previous Screen

Previous
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting <u>**E**</u>**dit:** **Pre**<u>**v**</u>**ious Page** from the menu bar.

34.1.4   To Add Multiple New Records

Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting <u>**F**</u>**ile:** <u>**S**</u>**ave** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select <u>**F**</u>**ile:** <u>**C**</u>**ancel**.

<p align="center">or</p>

Click on the **Insert** icon on the tool bar or select <u>**F**</u>**ile:** <u>**N**</u>**ew** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

34.1.5   To View or Edit Existing Record

Once a Program record has been created, this procedure allows the Program Integrator to access that record for editing and updating purposes. COGNOS can also be used to extract the data through the Program Integration catalog.

Search Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 34-2) appears.
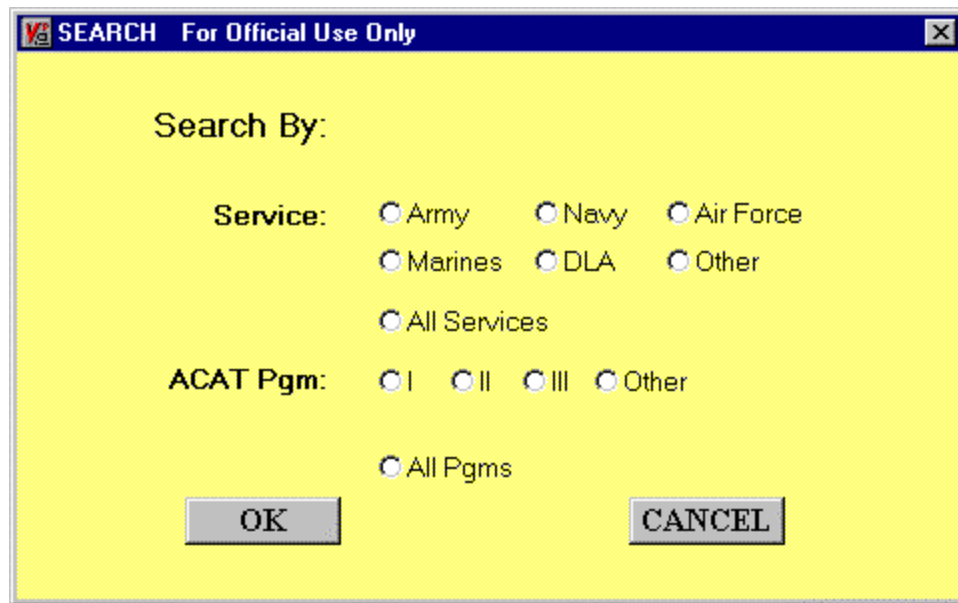

Figure 34-2 Program Integration Search Pop-Up Window

2. Click in the circle in front of the **Service** associated with the record you want to find.

    or

    Click in the circle in front of **All Services** if you do not want to restrict the search to a single service.

3. Click in the circle in front of the ACAT Program (**ACAT Pgm**) associated with the record you want to find.

    or

    Click in the circle in front of **All Pgms** if you do not want to restrict the search to a single ACAT.

4. Click **OK**. The application searches for matching records. Matching records are displayed on the Search results window (Figure 34-3).
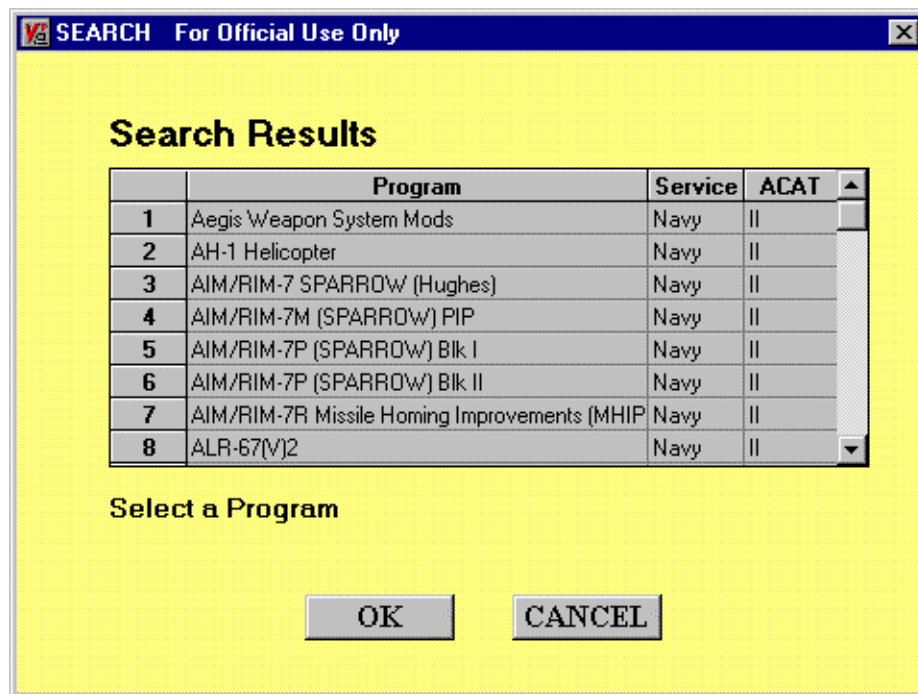

Figure 34-3 Program Integration Search Results Pop-Up Window

5. Select (click on) the one you want.

6. Click **OK**. Information associated with the record you selected is displayed on the Program Integration screens.

<div align="center">or</div>

Click **Cancel** to close the Search Results window.

Note: If you select a record with a CAO Code that does not match your logon CAO, a message appears to tell you that you do not have the authority to make changes in that record. You can to view the record, but you cannot save any changes.

If no record is found matching the information you entered, a pop-up window appears (Figure 34-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.
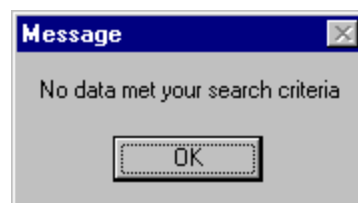

Figure 34-4 No Data Found Pop-Up Message

34.2   Program Integration Screen 1 of 6

Program Integration screen 1 (Figure 34-5) is divided into two sections. The top part has nine (9) data fields for information about the contract and the Program Executive Officer (PEO). The bottom portion contains six (6) data fields for information pertaining to the Procuring Contracting Officer (PCO)/Buying Activity, the Contract Administration Office (CAO), the contractor and subcontractors. **Only Headquarters personnel may enter information in the ACAT Pgm., Program/Commodity, Program/Commodity Desc. and Service data boxes.**

When the Program Integration screen 1 opens, Headquarters personnel can either insert a new record (Section 34.1.1) or search for an existing one to open (Section 34.1.5). (**CAO and District personnel must select Open**.) The record deletion procedure is explained in Chapter 6 and is restricted to Headquarters.

Note: Headquarters personnel can edit all information on this screen; CAO personnel can edit all information except **ACAT Pgm, Service, Program/Commodity** and **Program/ Commodity Desc** on this screen if the CAO Code on the record matches the CAO associated with their logon UserName or is blank.

Figure 34-5 Program Integration Screen 1 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

34.2.1 Buttons on Program Integration Screen 1 of 6

Selecting this button:	Performs this function:
Add Contract	Displays the Add a Contract popup window so that you can add a contract number to the **Contract Number** list box (34.2.2.1) on screen 1. See Section 34.2.3.
Remove Contract	Deletes the currently displayed Contract Number on screen 1 from the **Contract Number** list box (34.2.2.1). See Section 34.2.4.

34.2.2 Fields for Program Integration Screen 1 of 6

Top Section

34.2.2.1 Contract

DIRAMS Version 5 adds the capability to associate multiple contracts with a single program record. Only one Contract # is displayed, but the other contracts can be viewed by using the drop-down list. Select (click on or highlight) the Contract Number for which you want to enter or view information from this drop-down list.

Note: You can add contracts to this list as explained in Section 34.2.3 and remove contracts from this list as explained in Section 34.2.4.

34.2.2.2 Team Code

This is automatically populated with the Team Code (2-5 alphanumeric characters) associated with the UserID entered on the Password screen. You can accept this Team Code, delete it or change it as explained in Section 10.2.1.

34.2.2.3 Service – HQ Only

Select (click on or highlight) the service associated with the contract from this list. The choices are **Army**, **Navy**, **Air Force**, **Marines**, **DLA** or **Other**. This is a required field.

Note: This field may be edited by Headquarters personnel only.

34.2.2.4 Program/Commodity – HQ Only

Enter the program name (up to 60 alphanumeric characters). This is a required field. If the Program is related to other major weapons systems that information should be captured here (e.g., F-14, F-404 Engine vs. just F-404 Engine).

Note: This field may be edited by Headquarters personnel only.

34.2.2.5   ACAT Pgm – HQ Only

Select (click on or highlight) the appropriate acquisition category for the contract from this list. The choices are **I**, **II**, **III** and **Other**. This is a required field. If unsure about the ACAT code, the Program Integrator should request this information from the Program Manager's office.

Note: This field may be edited by Headquarters personnel only.

34.2.2.6   Program/Commodity Desc – HQ Only

Enter the description of the program (up to 60 alphanumeric characters). This is a required field. This should be a 5-7 word description that better characterizes the **Program/Commodity** (34.2.2.4).

Note: This field may be edited by Headquarters personnel only.

34.2.2.7   Program $ Value

Enter the total-dollar value (up to 12 digits) of the contract. If a single record supports multiple contracts, then enter the sum of all contracts.

Note: If you enter a value with cents, the value will be rounded to the nearest dollar.

34.2.2.8   Weapon Sys Cd

Enter the 4-character (alphanumeric) code that represents the weapon system involved. Assistance in determining the Weapons System Code can be obtained from the *Weapons System Manual (MN02)*. An electronic version of this document is posted on the DCMC HQ homepage.

34.2.2.9   PEO Title

Enter the title (up to 15 alphanumeric characters) of the Program Executive Officer (PEO) or the Milestone Decision Authority when there is no PEO or none for commodities. The title desired is not the rank, but the Title of the office (e.g., AFPEO-FB or NAVAIR Dir ACQ).

Bottom Section

34.2.2.10   PCO/Buy Activity

Enter the DoDAAC (6 alphanumeric characters) for the Procuring Contracting Officer (PCO)/Buying Activity. If entered, the DoDAAC is validated against SDW/SICM.

34.2.2.11   PCO/Buy Activity Name

This protected data box is automatically populated based on the PCO/Buying Activity code (34.2.2.10).

34.2.2.12   CAO Code

Enter the SDW/SICM code (2-5 alphanumeric characters) that identifies the Contract Administration Office (CAO). This is not a required field; therefore, the CAO Code can be

entered initially by any user if the Headquarters person who created the record did not enter it. Once entered and saved, the CAO Code can be changed by the CAO corresponding to the code entered, by District personnel or Headquarters personnel.

Note: DCMC HQ and CAO personnel may enter a SDW/SICM **CAO Code** (34.2.2.12). Initial **CAO Code** entry may be done in either the **New** or **Open** mode. This field is required at the CAO level only. Once entered, data is validated against SDW/SICM. Once validated, the **CAO Name** field is autopopulated with the corresponding **CAO Name**. Only HQ and the CAO assigned are allowed to edit this field once it has been saved. Furthermore, the CAO assigned may reassign or forward a program to another CAO by changing its **CAO Code** to that of the receiving activity. Data security applies only when a valid **CAO Code** is present. When the data entered into this field is validated, the cursor advances to the next data field. If validation is not confirmed, you are informed that "The CAO Code that you have entered cannot be validated, OK." Once you click **OK** and press **Tab** or **Enter**, the cursor returns to the **CAO Code** field where you can either enter another value or leave the field blank.

34.2.2.13 CAO Name

This protected data box is automatically populated with the Contract Administration Office (CAO) name (up to 30 alphanumeric characters) associated with the **CAO Code** (34.2.2.12).

34.2.2.14 Contractor

Enter the contractor's name (up to 40 alphanumeric cha racters).

34.2.2.15 Subcontractor

This protected data box is automatically populated with the name of subcontractor associated with the **Support Program Integrator** on screen 4.

34.2.3   Adding a Contract Number

The **Contract #** combo box contains a list of contract numbers (up to 25 contracts). You can add a number to this list as follows:

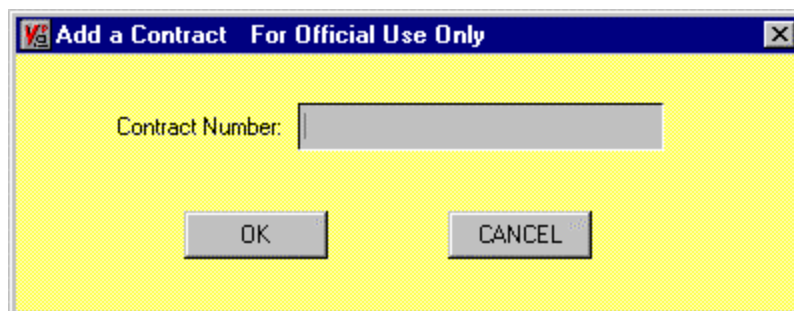1. Click the **Add Contract** button. The Add a Contract window (Figure 34-6) appears.

Figure 34-6 Add a Contract Pop-up Window

2. Enter the **Contract Number** you want to add to the list.

3. Click **OK**. The system checks SDW/SICM to see if the number you entered is a valid Contract Number. If it is valid, the popup window closes and the new Contract Number appears in the list of **Contract #**s. If it is not valid, a message appears telling you to check the number, and if it is valid, contact your contract receipt point.

<div align="center">or</div>

Click **Cancel** to close the window without adding a new Contract Number to the list.

4. Repeat steps 1 – 3 as needed.

34.2.4   Removing a Contract Number

The Contract # combo box contains a list of contract numbers (for up to 25 contracts). You can remove a number to this list as follows:

1. Select the Contract Number you want to delete from the **Contract #** list.

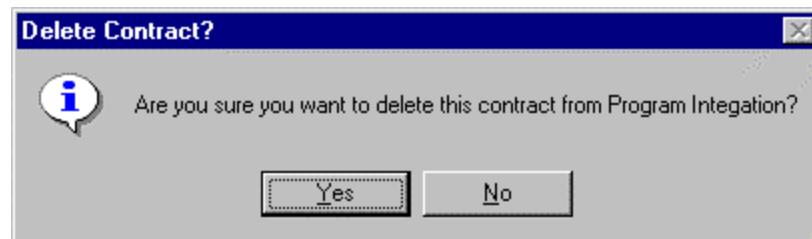2. Click the **Remove Contract** button. A message (Figure 34-7) pops up asking you to confirm your request.

Figure 34-7 Contract Deletion Confirmation Message

3. Click **Yes** to remove the selected **Contract #**.

<div align="center">or</div>

Click **No** to cancel your request to remove the selected **Contract #**.

34.3   Program Integration Screen 2 of 6

Program Integration screen 2 (Figure 34-8) is divided into two sections. The top section is for information about the Contract Administration Office (CAO) Commander, while the bottom is for information about the DCMC Liaison. A DCMC Liaison is one of the liaisons placed at major buying command. There are no liaisons at the CAO level.

The first thing you must do in either the CAO Commander section, or the DCMC Liaison section, is click either the **Edit** button or the **New** button on the top left side of the screen. These buttons are explained in Section 34.3.1.

Notes: Headquarters and District personnel can enter and edit information in the CAO Commander section on this screen. Only Headquarters personnel can enter or edit information in the DCMC Liaison section.

The appearance of the address fields on this screen depends on whether the CAO Commander and/or the DCMC Liaison are International or Domestic (USA) as explained in Section 34.10.

Figure 34-8 Program Integration Screen 2 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

34.3.1   Buttons on Program Integration Screen 2 of 6

Selecting this button:	Performs this function:
New	Displays the Add New Person popup window so that you can add a new last name to the **Last Name** pick list and associated information to the system as explained in Section 34.8.
Edit	Sets the state of the fields associated with the last name you selected from the **Last Name** pick list to edit mode so that you can change the information as needed. This procedure is explained in Section 34.9.

34.3.2   Fields for Program Integration Screen 2 of 6

34.3.2.1   (Unlabeled)

This unlabeled box is automatically populated with the same **Program/Commodity** description that is on screen 1.

CAO Commander Section

When you edit a CAO Commander in one program record, DIRAMS makes changes to all of the program records that contain that Commander.

34.3.2.2   Last (CAO Commander)

To view or edit the information (after you click the **Edit** button) associated with a name, select (click on or highlight) the desired name from this pick list. Each name can contain up to 30 alphanumeric characters. These names are displayed alphabetically as explained in Section 8.1.7. When you select the name, all existing information associated with the name you selected is displayed on the screen where you can edit (and save) as needed.

If there has been a personnel change, then edit the out-going record to reflect the new personnel. If the name of the Commander is not listed, verify that you have a new entry. If this can be verified (i.e., a new CAO has been created), click the **New** button to add the new information as explained in Section 34.8.

Notes: The pull-down box will not allow duplicate names. In the case of two Commanders having the same last name, insert the first initial after the last name.

Although you can add names to this list, only a database administrator can delete names from the list. To delete a name, change the name to "zz" and have the database administrator delete the entry.

34.3.2.3   First (CAO Commander)

This data box is for the first name of the Contract Administration Office (CAO) Commander (up to 15 alphanumeric characters).

34.3.2.4   MI (CAO Commander)

This data box is for the first letter of the middle name (middle initial or MI) of the Contract Administration Office (CAO) Commander.

34.3.2.5   Title (CAO Commander)

This data box is for the title (abbreviation) of the Contract Administration Office (CAO) Commander (up to 10 alphanumeric characters).

34.3.2.6   Contact Information Block (CAO Commander)

This area is for information concerning the address, phone, fax and e-mail for the Contract Administration Office (CAO) Commander. These fields are explained in Sections 34.8.2.5 through 34.8.2.14.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

DCMC Liaison Section

When you make a change to DCMC Liaison information in one program record, DIRAMS makes changes to all of the program records that contain that Liaison.

34.3.2.7   Last (DCMC Liaison)

To view or edit the information (after you click the **Edit** button) associated with a name, select (click on or highlight) the desired name from this pick list. Each name can contain up to 30 alphanumeric characters. These names are displayed alphabetically as explained in Section 8.1.7. When you select the name, all existing information associated with the name you selected is displayed on the screen where you can edit (and save) as needed.

If there has been a personnel change, then edit the out-going record to reflect the new personnel. If the name is not listed, verify that you have a new entry. If this can be verified (i.e., a new Liaison has been created), click the **New** button to add the new information as explained in Section 34.8.

Notes: The pull-down box will not allow duplicate names. In the case of two Liaisons having the same last name, insert the first initial after the last name.

Although you can add names to this list, only a database administrator can delete names from the list. To delete a name, change the name to "zz" and have the database administrator delete the entry.

34.3.2.8   First (DCMC Liaison)

This data box is for the first name of the DCMC Liaison (up to 15 alphanumeric characters).

34.3.2.9   MI (DCMC Liaison)

This data box is for the first letter of the middle name (middle initial or MI) of the DCMC Liaison.

34.3.2.10   Title (DCMC Liaison)

This data box is for the title (abbreviation) of the DCMC Liaison (up to 10 alphanumeric characters).

34.3.2.11   Contact Information Block (DCMC Liaison)

This area is for information concerning the address, phone, fax and e-mail for the DCMC Liaison. These fields are explained in Sections 34.8.2.5 through 34.8.2.14.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.3.2.12   Command Name

This data box is for the name of the Buying Command (up to 20 alphanumeric characters) where the Liaison is stationed.

34.4 Program Integration Screen 3 of 6

Program Integration screen 3 (Figure 34-9) is divided into two sections. The top section is for information about the Program Manager while the bottom is for information about the Program Integrator.

The first thing you must do in either the Program Manager section or the Program Integrator section is click either the **Edit** button or the **New** button on the top left side of the screen. These buttons are explained in Section 34.4.1.

Notes: Headquarters and District personnel can edit all information on this screen; CAO personnel can edit all information on this screen if the CAO Code on the record matches the CAO associated with their logon UserName or is blank.

The appearance of the address fields on this screen depends on whether the Program Manager and/or the Program Integrator are International or Domestic (USA) as explained in Section 34.10.

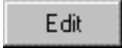*Figure 34-9 Program Integration Screen 3 Fields*
Note: Numbers in data boxes indicate corresponding section numbers.

Note: When entering a new record, you must save before proceeding from screen 3 to screen 4. If you have not saved the record before you click the **Next Page** icon to move to screen 4, a message box will pop up and ask if you want to save. Click **Yes** to save the record and proceed to screen 4. If you click **No**, the record will not be saved and you will remain on screen 3. You cannot proceed to screen 4 without saving the record.

34.4.1 Buttons on Program Integration Screen 3 of 6

Selecting this button:	Performs this function:
New	Displays the Add New Person popup window so that you can add a new name to the to the record and associated information to the system as explained in Section 34.8.
Edit	Sets the state of the fields associated with the last name to edit mode so that you can change the information as needed. This procedure is explained in Section 34.9.

34.4.2 Fields for Program Integration Screen 3 of 6

34.4.2.1 (Unlabeled)

This unlabeled box is automatically populated with the same **Program/Commodity** description that is on screen 1.

Program Manager Section

Note: You must click the **New** button before you enter information in the Program Manager section. If this section is already populated (as it might be if you are working on a saved record), you can edit any fields in it after you click the **Edit** button.

34.4.2.2 Last (Program Manager)

Enter the last name (up to 15 alphanumeric characters) of the Program Manager. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.3 First (Program Manager)

Enter the first name (up to 15 alphanumeric characters) of the Program Manager. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.4 MI (Program Manager)

Enter the first letter of the middle name (middle initial or MI) of the Program Manager. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.5 Title (Program Manager)

Enter the title (abbreviation) of the Program Manager (up to 10 alphanumeric characters). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.6 Contact Information Block (Program Manager)

Enter information concerning the address, phone, fax and e-mail for the Program Manager. These fields are explained in Sections 34.8.2.5 through 34.8.2.14. If these fields are already populated (as they might be if you are working on a saved record), you can edit them after you click the **Edit** button.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

Program Integrator Section

Note: You must click the **New** button before you enter information in the Program Integrator section. If this section is already populated (as it might be if you are working on a saved record), you can edit any fields in it after you click the **Edit** button.

34.4.2.7 Last (Program Integrator)

Enter the last name (up to 15 alphanumeric characters) of the Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.8 First (Program Integrator)

Enter the first name (up to 15 alphanumeric characters) of the Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.9 MI (Program Integrator)

Enter the first letter of the middle name (middle initial or MI) of the Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.10 Title (Program Integrator)

Enter the title (abbreviation) of the Program Integrator (up to 10 alphanumeric characters). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.4.2.11 Contact Information Block (Program Integrator)

Enter information concerning the address, phone, fax and e-mail for the Program Integrator. These fields are explained in Sections 34.8.2.5 through 34.8.2.14. If these fields are already

populated (as they might be if you are working on a saved record), you can edit them after you click the **Edit** button.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.5   Program Integration Screen 4 of 6

Program Integration screen 4 (Figure 34-10) is divided into two sections. The top is for information about Support Program Integrators while the bottom is for information about the Administrative Contracting Officer (ACO).

The first thing you must do on this screen is click a button on the left side of the screen. These buttons are explained in Section 34.5.1.

Notes: Headquarters and District personnel can edit all information on this screen; CAO personnel can edit all information on this screen if the CAO Code on the record matches the CAO associated with their logon UserName or is blank.

The appearance of the address fields on this screen depends on whether the Support Program Manager and/or the ACO are International or Domestic (USA) as explained in Section 34.10.

Figure 34-10 Program Integration Screen 4 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

34.5.1 Buttons on Program Integration Screen 4 of 6

Selecting this button:	Performs this function:
Add	Displays the Add New Person popup window so that you can add a new Support Program Integrator for the current program as explained in Section 34.8.
Delete	Deletes the currently displayed record as explained in Section 34.5.4.
Previous	Displays the Support Program Integrator listed immediately before the currently displayed Support Program Integrator so that you can view or edit the information as explained in Section 34.5.3.
Next	Displays the Support Program Integrator listed immediately after the currently displayed Support Program Integrator so that you can view or edit the information as explained in Section 34.5.3.
New	Displays the Add New Person popup window so that you can add a new last name to the **Last Name** pick list and associated information to the system as explained in Section 34.8.
Edit	Sets the state of the fields associated with the last name you selected from the **Last Name** pick list to edit mode so that you can change the information as needed. This procedure is explained in Section 34.9.

34.5.2 Fields for Program Integration Screen 4 of 6

34.5.2.1 (Unlabeled)

This unlabeled box is automatically populated with the same **Program/Commodity** description that is on screen 1.

Support Program Integrator Section

Notes: You must click the **Add** button before you enter information in the Support Program Integrator section. If this section is already populated (as it might be if you are working on a saved record), you can edit any fields in it after you click the **Edit** button.

Use the **Previous** and **Next** buttons to display additional Support Program Integrators as explained in Section 34.5.3. If the name is not currently a Support Program Integrator for the currently displayed program, click the **Add** button as explained in Section 34.8. Click the **Edit** button to change an entry that already exists.

34.5.2.2 Last (Support Program Integrator)

Enter the last name (up to 30 alphanumeric characters) of a Support Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.3   First (Support Program Integrator)

Enter the first name (up to 15 alphanumeric characters) of a Support Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.4   MI (Support Program Integrator)

Enter the first letter of the middle name (middle initial or MI) of the Support Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.5   Title (Support Program Integrator)

Enter the title (up to 10 alphanumeric characters) of the Support Program Integrator. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.6   Contact Information Block (Support Program Integrator)

Enter information concerning the address, phone, fax and e-mail for the Support Program Integrator. If these fields are already populated (as they might be if you are working on a saved record), you can edit them after you click the **Edit** button. These fields are explained in Sections 34.8.2.5 through 34.8.2.14.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.5.2.7   Subcontractor

Enter the name (up to 30 alphanumeric characters) of the subcontractor. This is a required field for each Support Program Integrator entered.

34.5.2.8   CAO

Select the CAO of the Support Program Integrator from this pick list.

ACO Section

Note: You must click the **Add** button before you enter information in the Administrative Contracting Officer (ACO) section. If this section is already populated (as it might be if you are working on a saved record), you can edit any fields in it after you click the **Edit** button.

34.5.2.9   Last (ACO)

Enter the last name (up to 15 alphanumeric characters) of the Administrative Contracting Officer (ACO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.10   First (ACO)

Enter the first name (up to 15 alphanumeric characters) of the Administrative Contracting Officer (ACO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.11   MI (ACO)

Enter the first letter of the middle name (middle initial or MI) of the Administrative Contracting Officer (ACO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.12   Title (ACO)

Enter the title (abbreviation) of the Administrative Contracting Officer (ACO) (up to 10 alphanumeric characters). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.5.2.13   Contact Information Block (ACO)

Enter information concerning the address, phone, fax and e-mail for the ACO. These fields are explained in Sections 34.8.2.5 through 34.8.2.14. If these fields are already populated (as they might be if you are working on a saved record), you can edit them after you click the **Edit** button.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.5.3   Viewing Information for Additional Support Program Integrators

A counter on the left side of the Support Program Integrator section of screen 5 that reads "Record __ of __." This counter keeps a running total of all Support Program Integrators assigned. Support Program Integrators are stored in the order they are added. The counter indicates the placement of a record within the list of Support Program Integrators. Click the **Next** button to move to the next Support Program Integrator record for the contract. Click the **Previous** button to go back a record.

34.5.4   Deleting a Support Program Integrator

1. Use the Next and Previous buttons to find the Support Program Integrator you want to delete.

2. Click the **Delete** button. The system deletes the record.

34.6   Program Integration Screen 5 of 6

The top part of Program Integration screen 5 (Figure 34-11) contains eleven (11) data fields for information about the Program Executive Officer (PEO). The bottom of the screen is for additional information about the program. To enter/edit PEO information, you must click either the **Edit** button or the **New** button on the top left side of the screen. These buttons are explained in Section 34.3.1.

If the name of the person is not listed, verify that you have a new entry. If there has been a personnel change, then edit the outgoing record to reflect the new personnel. To edit a record, click on the radio button, click on the name of the previous person and then edit the fields as appropriate. The **New** button should only be used if a New PEO has been created.

Notes: Headquarters personnel can enter or edit all information on this screen. District CAO personnel can only enter and edit the **Program Notes** field.

The appearance of the address fields on this screen depends on whether the PEO is International or Domestic (USA) as explained in Section 34.10.
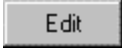
Figure 34-11 Program Integration Screen 5 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

34.6.1   Buttons on Program Integration Screen 5 of 6

Selecting this button:	Performs this function:
New	Displays the Add New Person popup window so that you can add a new last name to the **Last Name** pick list and associated information to the system as explained in Section 34.8.
Edit	Sets the state of the fields associated with the last name you selected from the **Last Name** pick list to edit mode so that you can change the information as needed. This procedure is explained in Section 34.9.

34.6.2   Fields for Program Integration Screen 5 of 6

34.6.2.1   (Unlabeled)

This unlabeled box is automatically populated with the same **Program/Commodity** description that is on screen 1.

Program Executive Officer Section

When you make a change to Program Executive Officer information in one program record, DIRAMS makes changes to all of the program records that contain that Program Executive Officer.

34.6.2.2   Last (PEO)

To view or edit the information (after you click the **Edit** button) associated with a name, select (click on or highlight) the desired name from this pick list. Each name can contain up to 30 alphanumeric characters. These names are displayed alphabetically as explained in Section 8.1.7. When you select the name, all existing information associated with the name you selected is displayed on the screen where you can edit (and save) as needed.

If the name is not listed, verify that you have a new entry. If this can be verified (i.e., a new PEO has been created), click the **New** button to add the new information as explained in Section 34.8.

Notes: The pull-down box will not allow duplicate names. In the case of two PEOs having the same last name, insert the first initial after the last name.

Although you can add names to this list, only a database administrator can delete names from the list. To delete a name, change the name to "zz" and have the database administrator delete the entry.

34.6.2.3   First (PEO)

Enter the first name (up to 15 alphanumeric characters) of the Program Executive Officer (PEO).

34.6.2.4   MI (PEO)

Enter the first letter of the middle name (middle initial or MI) of the Program Executive Officer (PEO).

34.6.2.5   Title (PEO)

Enter the title (abbreviation) of the Program Executive Officer (PEO) (up to 10 alphanumeric characters).

34.6.2.6   Contact Information Block (PEO)

Enter information concerning the address, phone, fax and e-mail for the Program Executive Officer (PEO)s. These fields are explained in Sections 34.8.2.5 through 34.8.2.14.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.6.2.7   Program Notes

Type in any additional information (up to 2,000 alphanumeric characters) pertinent to the program.

Notes: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

DIRAMS Version 5 adds a function to capture program-related information. You should delete program-related information populated as a result of task 99-111.

DIRAMS Version 5 also has a restriction on the use of apostrophes and semi-colons. You may get an error message if data previously saved in AMS Version 4 contained apostrophes or semi-colons. If this happens, delete these characters and resave.

34.7 Program Integration Screen 6 of 6

The top part of Program Integration screen 6 (Figure 34-11) is for information about the Procuring Contracting Officer (PCO). The bottom of the screen is for additional information about the program.

To enter/view/edit PCO information, you must click either the **Edit** button or the **New** button on the top left side of the screen. These buttons are explained in Section 34.7.1.

Note: The appearance of the address fields on this screen depends on whether the PCO is International or Domestic (USA) as explained in Section 34.10.

Figure 34-12 Program Integration Screen 6 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

34.7.1 Buttons on Program Integration Screen 6 of 6

Selecting this button:	Performs this function:
New	Displays the Add New Person popup window so that you can add a new last name to the **Last Name** pick list and associated information to the system as explained in Section 34.8.
Edit	Sets the state of the fields associated with the last name you selected from the **Last Name** pick list to edit mode so that you can change the information as needed. This procedure is explained in Section 34.9.

34.7.2 Fields for Program Integration Screen 6 of 6

34.7.2.1 (Unlabeled)

This unlabeled box is automatically populated with the same **Program/Commodity** description that is on screen 1.

Procuring Contracting Officer Section

Note: You must click the **New** button before you enter information in the Procuring Contracting Officer (PCO) section. If this section is already populated (as it might be if you are working on a saved record), you can edit any fields in it after you click the **Edit** button.

34.7.2.2 Last (PCO)

Enter the last name (up to 15 alphanumeric characters) of the Procuring Contracting Officer (PCO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.7.2.3 First (PCO)

Enter the first name (up to 15 alphanumeric characters) of the Procuring Contracting Officer (PCO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.7.2.4 MI (PCO)

Enter the first letter of the middle name (middle initial or MI) of the Procuring Contracting Officer (PCO). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.7.2.5 Title (PCO)

Enter the title (abbreviation) of the Procuring Contracting Officer (PCO) (up to 10 alphanumeric characters). If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

34.7.2.6   Contact Information Block (PCO)

Enter information concerning the address, phone, fax and e-mail for the Procuring Contracting Officer (PCO). These fields are explained in Sections 34.8.2.5 through 34.8.2.14. If this field is already populated (as it might be if you are working on a saved record), you can edit it after you click the **Edit** button.

Note: The appearance of this area depends on whether the currently displayed address is domestic (U.S.) or international (other than U.S.).

34.7.2.7   PI assignment letter on file?

Select the **Yes** checkbox when a PI assignment letter is on file. Select the **No** checkbox if no PI assignment letter is on file. **No** is the default selection.

34.7.2.8   PST assignment letter on file?

Select the **Yes** checkbox when a PST assignment letter is on file. Select the **No** checkbox if no PST assignment letter is on file. **No** is the default selection.

34.7.2.9   MOA/MFR in place?

Select the **Yes** checkbox when either a co-signed MOA or MFR is in place. Select the **No** checkbox if no MOA/MFR is in place. **No** is the default selection.

Use of Tab Key, Enter Key and Date Formats
Due to the way the development software processes the **Enter** key event on certain field types, you should use the **Tab** key instead of the **Enter** key when trying to "tab" off of these field types. Dates should be entered using one of the formats provided.

34.7.2.10   Date of MOA/MFR

Enter the effective date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) that the MOA/MFR was established. You must select **Yes** for **MOA/MFR required?** (34.7.2.9) before you can enter this date.

34.7.2.11   PI Program Plan in place?

Select the **Yes** checkbox when a PI Program plan is in place. Select the **No** checkbox if no PI Program plan is established. **No** is the default selection.

34.7.2.12   PI Program Plan Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) when the PI Program plan was established or updated. You must select **Yes** for **PI Program Plan in place?** (34.7.2.11) before you can enter this date.

34.7.2.13   Program status report required?

Select the **Yes** checkbox when a Program status report is required. Select the **No** checkbox if a Program status report is not required. **No** is the default selection.

34.8   Adding New Personnel

If the name of the person you are looking for in a **Last** (name) pick list is not listed, first verify that you have a new entry. If this can be verified (e.g., a new CAO has been created), click the **New** button to add the new information. (If you want to assign a new Support Program Integrator click the **Add** button.) If there has been a personnel change, then edit the outgoing record to reflect the new personnel.

Note: If you are adding a **Last** name that will be added to a Last pick list, and the name is the same as the last name associated with an existing entry, the system will not allow you to enter a duplicate last name. Therefore, append the last name with the initial of the first name.

When you click the **Add** button on Program Integration screen 4, a pop-up window appears (Figure 34-13). This window allows you to enter Support Program Integrator information. The default setting for this window is for the addition of a Domestic (USA) address. Figure 34-14 shows the window if you select the **International** button.

Note: The **Subcontractor** and the **CAO** fields only appear when you click **Add** in the Support Program Integrator section on screen 4.

Figure 34-13 Additional Personnel Domestic (U.S.) Pop-Up Window
Note: Numbers in data boxes indicate corresponding section numbers.

Figure 34-14 Additional Personnel International Pop-Up Window
Note: Numbers in data boxes indicate corresponding section numbers.

34.8.1   Buttons on the Additional Personnel Pop-Up Window

Selecting this button:	Performs this function:
International	Prepares the window for the addition of an International address. This window configuration is shown in Figure 34-14.
Domestic (U.S.)	Prepares the window for the addition of a Domestic (USA) address. This window configuration is shown in Figure 34-13.
OK	Closes the window, adds the information you entered as an SPI record, and displays this as the current record on Program Integration screen 4.
CANCEL	Closes the window, without adding the information you entered as an SPI record.

34.8.2   Fields for the Additional Personnel Pop-Up Window

34.8.2.1   Last

Enter the last name of the person you are adding (up to 15 alphanumeric characters).

34.8.2.2   First

Enter the first name of the person you are adding (up to 15 alphanumeric characters).

34.8.2.3   MI

Enter the first letter of the middle name (middle initial or MI) of the person you are adding.

34.8.2.4   Title

Enter the title (abbreviation) of the person you are adding (up to 10 alphanumeric characters).

34.8.2.5   Address 1

Enter the first line of the address (up to 30 alphanumeric characters) of the person you are adding. This is a required field.

34.8.2.6   Address 2

Enter the first line of the address (up to 30 alphanumeric characters) of the person you are adding.

34.8.2.7   City

Enter the name of the city (up to 20 alphanumeric characters) that is associated with the person you are adding.

34.8.2.8   ST

This field is visible only when you are adding a domestic (U.S.) address. If you are adding a domestic address, enter the 2-character abbreviation for the state in which the **City** (34.8.2.7) is located.

34.8.2.9   ZIP

This field is visible only when you are adding a domestic (U.S.) address. If you are adding a domestic address, enter the ZIP code (up to 20 alphanumeric characters) that is associated with address.

34.8.2.10   Phone

Enter the phone number (10-26 digits) for the new person. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting).

34.8.2.11   FAX

Enter the FAX number (10-26 digits) for the new person. If you enter exactly 10 digits, it is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, it appears as you type it (no automatic formatting).

34.8.2.12   E-mail

Enter the Internet e-mail address (up to 60 alphanumeric characters) for the new person.

Note: The single quote character (') and the semicolon (;) are not valid in this field. If you enter a single quote (') or a semicolon (;) in this field, an error message will appear when you tab off the field or attempt to save.

34.8.2.13 Country

This field is visible only when you are entering an international address. If you are entering an international address, select (click or highlight) the two-character abbreviation for the country that is associated with the person you are adding. This is a required field for international addresses.

Note: The countries are listed in descending (reverse alphabetic) order.

34.8.2.14 Prov

This field is visible only when you are entering an international address. If you are entering an international address, select (click or highlight) the two-character abbreviation for the country that is associated with the person you are adding. If the Country is "CA" for Canada, this is a required field.

34.8.2.15 Subcontractor

Enter the name (up to 30 alphanumeric characters) of the subcontractor. This is a required field for each Support Program Integrator entered.

34.8.2.16 CAO

Select the Support Program Integrator's CAO name from this pick list.

34.8.2.17 Command Name

This field is shown only when adding a new Liaison. Enter the name of the Buying Command (up to 20 alphanumeric characters) where the Liaison is stationed.

34.9 Editing an Existing Personnel Record

If there has been a personnel change, then edit the outgoing record to reflect the new personnel. To edit a record:

1. Click the **Edit** button.

2. Select the **Last** (name) of the person you want to edit.

3. Edit the fields as appropriate.

Note: Due to a system limitation, the change may not take effect (be visible) until you exit and re-open the DIRAMS application.

34.10 Screen Appearance for International Vs Domestic Information

The figures shown in this chapter for Program Integration Screens 2 – 6 show what they look like when dealing with domestic (U.S.) addresses. These screens look somewhat different when dealing with international addresses. The information sections for CAO Commander, DCMC Liaison, Program Manager, Program Integrator, Support Program Integrator, ACO, PCO show slightly different fields as shown in Figure 34-15.
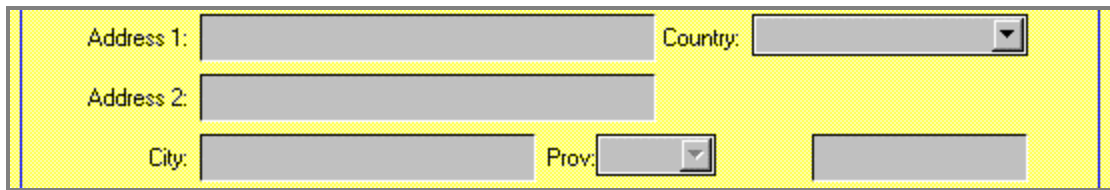

Figure 34-15 Address Block - International